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HOUSING & URBAN DEVELOPMENT DEPARTMENT

NOTIFICATION

The 4th October, 2016

S.R.O. No.473/2016— Whereas, the draft of the Odisha Development Authorities (Common Application Form) Rules, 2016 was published as required by Section 125 of Odisha Development Authorities Act, 1982 (Odisha Act 14 of 1982), in the Extraordinary issue No.1098 of the *Odisha Gazette* dated 21st June, 2016 under the notification of the Government of Odisha in the Housing & Urban Development Department No.14811 - T.P. Dev.- 52/2016 – HUD., dated 21st June, 2016 inviting objections and suggestions from all persons likely to be affected thereby, till the expiry of a period of fifteen days from the date of publication of the said notification in the *Odisha Gazette* which was further extended for period of 7 days in Gazette notification No.1150, dated 4th July 2016.

And, whereas, objections and suggestions received in respect of the said draft before the expiry of the period so specified have been duly considered by the State Government;

Now, therefore, in exercise of the powers conferred by Section 123 of the said Act, the State Government do hereby make the following rules, namely:—

CHAPTER-I Preliminary

1. Short title and commencement.— (1) These rules may be called the Odisha Development Authorities (Common Application Form) Rules, 2016.

(2) They shall come into force on the date of their publication in the *Odisha Gazette*.

2. Definitions.— (1) In these rules, unless the context otherwise requires—

(a) “accreditation” means certification of competency, authority and credibility to undertake the duties and responsibilities as assigned, after such accreditation, to accredited person;

(b) "accredited person" means a technical person or an Architect, who has been granted with Accreditation Certificate under these rules;

(c) "Act" means the Odisha Development Authorities Act, 1982;

(d) "Architect" means a person whose name is for time being entered in the Register of Architects maintained under section 23 of the Architects Act, 1972;

(e) "building plan" means a proposal submitted to Authority for approval, which comprises of architectural drawings, specifications of the design including structural designs, calculations, details of the land on which building is proposed;

(f) "Completion Certificate" means a Certificate issued under section 20 of the Act;

(g) "Director" means Director of Town Planning, Odisha;

(h) "Form" means a Form appended to these rules;

(i) "low risk building" means a building which has been proposed to be constructed —

- i. on a plot which is part of the layout approved by the Authority under section 16 of the Act or developed and allotted by the Government or Statutory Bodies or is a final plot in town planning schemes or development schemes;
- ii. the size of the plot is not more than 500 Square metres; and
- iii. the height of which is not more than 10 metres and without a basement;

(j) "No-Objection Certificate" means a Certificate issued by a Public Agency certifying that it does not have any objection if the concerned authority permit the applicant to carry on development;

(k) "Occupancy Certificate" means a Certificate issued by the Authority on the basis of completion certificate and on being satisfied that the applicant has made necessary infrastructure provisions such as electricity, water and sanitation and certifying that the building is fit to be occupied for the intended purpose;

(l) "Public Agency" means an Agency under the State Government which is notified as such and from whom No-objection Certificates are required under these rules prior to grant of permission for development or occupancy;

(m) "Project Management Organization" means an Architect or a Firm of Architects or a Firm of Architects and Technical Person registered under these rules;

(n) "Technical Person" means a Civil Engineer or a Structural Engineer or a Mechanical Engineer or an Electrical Engineer or a Town Planner or a

Surveyor or any other person having specialized skills, which are required for planning, development and construction of buildings and who is not registered under provisions of any Act, Rules or Regulation;

- (o) "Section" means a section of the Act;
- (2) Words and expressions used, but not defined in these rules, shall have the same meaning as respectively assigned to them in the Act.

CHAPTER-II

Permission for Development

3. Permission for Development.— Every person including any Department of Central or State Government or a local authority or a body corporate constituted under any law, who intends to undertake or carry out any development whether for building operation, layout of land or for change of use of any land or building as contemplated in section 16 shall obtain prior permission from the Authority by submitting an application in Form I as "Common Application Form" accompanied by such fee as prescribed in rule 20.

4. Permission for low risk building.—No low risk building shall require prior permission of the Authority, if a person who is erecting such building has taken approval of the building plan from accredited person:

Provided that two copies of approved plan along with prescribed fees as applicable are submitted by such accredited person to the Authority within thirty days of according such approval:

Provided further that, if a person is having a building which satisfies the conditions stipulated in clause (i) of sub-rule (1) of rule 2 and after commencement of these rules such person intends to carry out, any addition or alteration to such building, provision of this rule shall also apply mutatis mutandis to all such cases.

Explanation:- The provision of this rule does not exclude the option of a person to directly apply to Authority for approval of Building Plan, provided that the same is duly prepared by a Project Management Organisation. In such cases provisions of Chapter- VII of these rules will apply, mutatis mutandis.

5. Permission for building other than low risk building.— (1) After receipt of Common Application Form for building operations under rule 3, the Authority shall refer the same to the concerned Public Agencies, for obtaining No-Objection Certificate before granting or refusing permission to the applicant under section 16.

(2) The Authority while referring the Common Application Form to the Public Agency shall notify a date and time for conduct of common inspection programme and any Public Agency which needs to conduct field visit and inspection for giving No-Objection Certificate, shall conduct the same as part of such notified common inspection programme:

Provided that the date to be notified shall normally be ten days after receipt of Common Application Form by the Public Agency but in no case it shall exceed twenty days from such receipt.

(3) The Public Agencies shall normally issue No-Objection Certificates within three working days from the date of conduct of common inspection:

Provided that if any Public Agency has any objection or requires any further information then an inspection report, specifying points of objection thereof shall be submitted within three working days of conduct of inspection to the Authority with a copy to the applicant.

(4) Where information and document as required under sub rule (3) has been compiled and submitted by the applicant through the Authority to the satisfaction of Public Agency, No-Objection Certificate shall be issued within three working days from the date of receipt of such required information and document.

(5) If No-Objection Certificate or an inspection report from any Public Agency is not received within the time limit fixed under sub-rule (3) subject to the provision of these rules, then it shall be deemed that No-Objection Certificate has been issued by the concerned Public Agency.

(6) Permission in respect of such categories of building as notified by the Government, from time to time shall require clearances from following Central Government Agencies:—

(a) Building plans, which require approvals under the provisions of the Environmental Protection Act, 1986, shall be referred by the Authority to State Level Environment Impact Assessment Authority (SEIAA) or State Coastal Zone Management Authority (SCZMA), as the case may be, for grant of such approval and the application form, if any, referred to such agency shall also become part of Common Application Form and on receipt of such form, Agency empowered to give environment clearance shall finalize its recommendations, within such period as prescribed in the rules and regulations prescribed in the Environmental Protection Act, 1986;

(b) Applications for permission for construction of building requiring No-Objection Certificate from the National Monument Authority (NMA), shall be referred to Director of Culture, Odisha by the Authority, who shall conduct enquiry as per common inspection programme notified by the Authority under sub-rule (2) and

shall submit his views to National Monument Authority(NMA) within the time limits fixed under sub-rule (3) and after receipt of such views, the NMA shall consider and issue such No-Objection Certificate to the Director of Culture, who shall submit the same to the Authority within three working days from the date of receipt of such No-Objection Certificate from the NMA;

(c) Applicants requiring No-Objection Certificate from the Airports Authority of India (AAI) shall apply to AAI within five days from the date of submission of Common Application Form to the Authority and shall submit a copy of such application to the Authority for records which shall be a proof for determining and notifying the date for common inspection programme under intimation of the same to the Director of concerned Airport for their representation in common inspection programme;

(d) Applicants whose projects require direct access from National Highways maintained by National Highway Authorities of India (NHAI) shall require No-Objection Certificate from the office of NHAI under whose concerned jurisdiction part of National Highway, from which direct access is sought for is covered and in such cases, a copy of Common Application Form shall also be sent to the NHAI for issuance of No-Objection Certificate and the process prescribed in this rule shall apply, mutatis mutandis.

6. Layout approval.— (1) Every owner of land intending to undertake development of land shall make an application in Common Application Form as prescribed in rule 3 for approval of layout and the Authority, after receipt of such application, shall either grant or refuse its approval for layout, as the case may be, in conformity with applicable planning norms.

(2) Layout approval to be given by Authority under these rules shall be either a sub-divisional layout or a site layout:

Provided that a separate application for permission for site layout shall not be required if a person has applied for permission for building operations in Common Application Forms under rule 3 subject to payment of fees as specified under these rules.

Explanation.— For the purpose of these rules, the expression.—

(i) “Sub-divisional layout” means division of a plot or parcel of land, with or without amalgamation of revenue plots, into two or more final plots after providing for streets, roads and drains as per development plan, right of way for utilities, common plot, open space etc. as per norms specified in these rules.

(ii) “Site layout” means carving out a final plot from a parcel of land, comprising of one or more than one revenue plots into a buildable site with a provision for streets giving adequate

access to the proposed site, other boundary plots and roads and drains as per development plan leaving a common plot for common utilities and other public infrastructure development.

(3) After receipt of Common Application Form, the Authority shall refer the same to the concerned Public Agencies, as notified, for obtaining No-Objection Certificate, before granting or refusing permission to the applicant along with the notified common inspection programme.

(4) The provisions of rule 5 shall apply mutatis mutandis where such layout of site requires clearance from such Public Agencies.

7. Procedure for change of use of land from Agricultural to non-agricultural purpose.— (1) Every application made for permission under section 16 for change of use of land shall be made in Form I along with required information and documents as specified therein and on payment of such fees as prescribed under these rules.

(2) After receipt of the application form under sub-rule (1), the Authority after making such enquiry as it considers necessary and in accordance with the provisions of these rules and notifications issued thereunder, shall either grant permission with or without condition or refuse permission:

Provided that, Authority shall refer the same to the concerned Public Agencies, as notified, for obtaining No-Objection certificate along with notifying common inspection programme and the provisions of rule 5 shall also apply, mutatis mutandis:

Provided further that a separate application for permission for change of land use will not be required, if a person has applied for permission for building operations or layout approval in Common Application Form under rule 3 subject to payment of fees as specified under these rules.

Explanation I- For removal of doubt it is hereby declared that on allowing change of use of land or on grant of permission of building operation or layout on land recorded as agricultural land in record of rights, the applicant shall pay the conversion fees at the rate provided in the Odisha Land Reforms Act, 1960 and rules made thereunder.

Explanation II- The Standard Operating Procedure for change of Kisam in record of rights by Tahasildar subsequent to permission given by authority under this rule, shall be notified by the government.

8. Notification of Standard Operating Procedures by the Public Agencies. —

(1) All Public Agencies shall notify their standard operating procedures within thirty days from the date on which these rules come into force for issue of No-Objection Certificate.

(2) The standard operating procedure shall, among others, include following particulars, namely:—

- (a) name and details of the officials of the Public Agencies, who shall be responsible for receipt of Common Application Forms from the Authorities;
- (b) the process and internal time limits fixed by Public Agencies for giving No-objection Certificates;
- (c) form for issue of No-Objection Certificate;
- (d) the jurisdiction-wise details of various field offices and officers responsible for carrying out inspections and issuance of No-Objection Certificates, if any.

9. Single Window Mechanism. — (1) The committee constituted under section 6 of the Act by the Authority shall have the representatives from such public agencies, as referred to in sub-rule (1) of rule 5 for deciding on applications received for permission for development.

(2) The committee shall decide on the applications and on recommendations of the committee, the Planning Member or any other officer as authorized by the Authority shall issue the permissions under these rules.

(3) If any objection is raised by any Public Agency for which No-Objection Certificate cannot be issued, the same shall be considered by the committee and decided upon, as per rules.

Explanation.— For removal of doubt, it is hereby declared that if any statutory compliance is required, under the provisions of any Act or Rules or Regulations made thereunder, then the same shall have to be complied by the applicant as per the provisions of relevant Acts, Rules and Regulations in this regard.

10. Order for grant or refusal of permission.—(1) Subject to the provisions of section 16, the Authority may refuse permission for building operation if the application form has not been duly filled in or the same is not as per Planning and Building Standard Regulations of the Authority or any Public Agency has refused to give No-Objection Certificate.

(2) Order for grant for permission for development by the Authority shall be in Form 'II'.

(3) Order for refusal for permission for development by the Authority shall be in Form 'III'

11. Appeal.—(1) The appeal against the order of the Authority under sub-section (1) of Section 18, shall—

- (a) specify the date of order against which the appeal is made with true copy of such order;
- (b) specify a clear statement of facts and the grounds on which the appeal is preferred;
- (c) specify precisely the relief prayed for;
- (d) contain the verification certificate duly signed by the appellant as hereunder:

"I, Srido hereby declare that facts and contents stated above are true to the best of my knowledge and belief".

(2) Every appeal shall be accompanied with a Treasury Challan showing deposit of a fee of one thousand rupees in the head of Account to be determined by the State Government in this regard.

CHAPTER-III

Occupancy Certificate

12. Application for Occupancy Certificate.— Upon issue of Completion Certificate to a person under section 20, he shall apply to the Authority in Form 'IV' accompanied by a copy of completion certificate for issue of occupancy certificate.

13. Reference to Other Public Agencies.— (1) After receipt of the application for an occupancy certificate for low risk buildings, Authority shall consider the same as per planning and building standard regulations without reference to any Public Agency.

(2) After receipt of the application for an occupancy certificate for any building other than low risk building, Authority shall consider and refer the same to such Public Agencies as notified by the State Government under clause (l) of sub-rule (1) of rule 2 having regard to the nature of building for obtaining a No-Objection Certificate from such Public Agency.

14. Common Inspection Programme of the Building. — (1) After receipt of application for issue of occupancy certificate, the Authority shall notify a date and time for conduct of common inspection programme of the building for which occupancy certificate has been requested.

(2) Every Public Agency, which needs to conduct field visit and inspection for giving their no-objection certificate, shall conduct the same as part of the notified common inspection programme, the date of which shall be a date, which is three days after but not later than seven days, of receipt of the application.

15. Time limits. — (1) The Public Agencies shall normally issue No-Objection Certificates within three working days of conduct of common inspection programme.

(2) If any Public Agency has any objection or requires further information, then an inspection report, specifying points of objection thereof shall be submitted within three working days of conduct of inspection to the Authority with a copy to the applicant for compliance.

(3) No-Objection Certificate shall be issued within three working days from the date when compliance to the objection has been made or additional information as required has been submitted by the applicant through the Authority.

16. Deemed Approval. — If No-objection certificate from any public agency is not received as per the time limit fixed under rule 15, then it shall be deemed to have been issued by the concerned Public Agency.

17. Notification of standard operating procedures for permitting occupancy.— All public agencies shall formulate and notify their procedures for giving No-Objection Certificates required for grant of occupancy certificate as part of the standard operating procedures to be notified under rule 8, within the days and manner, as prescribed therein.

18. Condition for Grant or refusal of occupancy certificate. — (1) The occupancy certificate shall be granted by Authority for low risk buildings within ten days from the date of receipt of the application in Form 'IV' duly filled in, if the building has been constructed and completed as per the provisions of Planning and Building Standard Regulations of the Authority.

(2)The occupancy certificate shall be granted by the authority for the building other than low risk building within thirty days from the date of receipt of duly filled in the application Form 'IV', if the same is as per the Planning and Building standards regulations of the Authority and is in accordance with the provisions of the relevant Acts, rules, regulations or instructions issued by any Public Agency and the applicant has complied to the observations and provided information and documents as required by Public Agencies and Authority.

(3) Authority may refuse to grant occupancy certificate if application form has not been duly filled or the same is not as per Planning and Building Standard Regulation of the Authority or any Public Agency has refused to give No-Objection Certificate.

(4) Order for grant of Occupancy Certificate by Authority shall be in Form 'V' on payment of fee which shall be equal to one half of the fee payable for the building plan approval as provided in the table under rule 20.

(5) Order for refusal of occupancy certificate by authority shall be in Form 'VI'.

19. Appeal. —For the purpose of filling of memorandum of appeal before the State Government the provisions of rule 11 shall apply mutatis-mutandis.

CHAPTER-IV

Development Fees

20. Fees.— (1) Every application submitted for building operation or development, under rule 3 shall be accompanied by fee as specified in the Table below:

Table

Sl.	Details of Construction and Area	Fee in
(1)	(2)	(3)
(A)	Fee for development of land	Rs.5.00 per square
(B)	Fee for building operation	
	(i) For residential building (covered area on all floors)	
	(a) Upto 100 square meters	Rs. 250.00
	(b) Above 100 square meters and upto 300 square	Rs. 150 per

Sl.	Details of Construction and Area	Fee in
		square meter
	(c) Above 300 square meters	Rs. 10.00 per square meter
	(ii) For Commercial building (Business, Mercantile, Shops, Hotels, Public Assembly Buildings, Show Rooms, Business Offices, Godowns, Warehouses, Banks, Cinemas, Theatre, Clubs etc.)(Covered Area on all floors)	
	(a) Upto 20 square meters	Rs. 500.00
	(b) Above 20 and upto 50 square meters	Rs. 50.00
	(c) Above 50 square meters	Rs. 20.00 per square meter
	(iii) For Industrial buildings (Covered area on all floors)	
	(a) Upto100 square meters	Rs. 1500.00
	(b) Above 100 and upto 300 square meters	Rs. 25.00 per square meter
	(c) Above 300 square meters	Rs. 15.00 per square meter
	(iv) For public buildings (Educational, Religious, Government, Local Bodies uses) (Covered area on all floors)	Rs.5.00 per square meter.

21. Principles for Fixation of Fees. The fixation of the fees specified under rule 20 shall be subject to the following provisions, namely:—

- (a) for re-erection of existing buildings, the fee chargeable shall be the same as for erection of a new building;
- (b) for additions and alterations in an existing building, the fee shall be chargeable on the added or altered portion only, on the same scale as is applicable to the erection of a new building;
- (c) for a revised plan for any building the original plan of which has already been sanctioned by the Authority, the fee chargeable shall be equal to one half of the fee chargeable on the original plan itself, subject to the condition that the concerned area of the building has not or is not proposed to be increased as compared to the original one;
- (d) in case of additions or alterations to a building if the use of the building has been or is proposed to be changed, the fee shall be calculated basing on the use proposed;
- (e) for the purpose of calculating the fee, the areas covered under the basement, if any, shall be counted towards the covered area;
- (f) where the building is proposed to be used for more than one purpose the fee to be levied shall be calculated as per the rates applicable for the respective uses applied for;
- (g) Where the same applicant applies for repetitive type of residential building, the fee shall be calculated for each type of building block, type, or design.

Explanations. — (1) For the purposes of this clause, the expression “repetitive type of residential building” shall mean the construction of buildings, blocks of same type design repeatedly.

(2) An application may be withdrawn by the applicant at any time prior to the grant of permission and such withdrawal shall terminate all proceedings with respect to the application, but in such cases an applicant shall not be entitled to refund of any fees paid by him.

(3) For purposes of calculation of fee, covered area shall mean the area proposed to be covered by the building including the internal courtyard thereof, if any.

22. Fees for inspecting the permission register— The fee to be paid for inspecting the register of application for permission, maintained by the Authority, under Section 16, shall be two hundred rupees, which shall be paid prior to inspection.

23. Fees payable for revalidation of permission— An application for re-validation of permission for building operation before expiry of duration of such permission shall be accompanied by the fees equal to one half of the fee as applicable under rule 20.

24. Additional fees to be paid for grant of permission—(1) In addition to the fees prescribed in rule 20, the fees as indicated hereunder in the Table, shall also be paid by an applicant for grant of permission for carrying out development under section 16.

Table

Additional fees, charges and deposits to be paid prior to grant of permission.

Sl. No. (1)	Fees/deposits (2)	Rate of fee (3)
1	Development Charges as payable under section 84	As specified and notified by the Government from time to time.
2	City Infrastructure Impact Fees as payable under section 86A	As prescribed in the regulations by the Authority.
3	Fee for temporary retention of existing building /structure	As per provisions of Planning and Building Standards Regulation of the Authority.
4	Conversion fee of land from agriculture to non-agriculture under the provisions of sub-section (3) of section 119.	As prescribed under the provisions of section 8A of Odisha Land Reforms Act, 1960.
5	Refundable Security deposits	As per provisions of Planning and Building Standards Regulation of the Authority.

(2) The security deposits shall be paid at the time of grant of permission for carrying out development of building in shape of cash or bank guarantee which is refundable without interest after issue of occupancy certificate to ensure adherence to conditions of permission for development and in case of violation

of the conditions the security deposits will be forfeited partly or fully as decided by the Authority.

CHAPTER-V

Registration of Technical Person

25. Registration of Technical Persons.— No person shall be eligible to prepare and submit building plans on behalf of applicant for the purpose of obtaining permissions, under section 16 or section 16 A, as the case may be, unless such technical person is registered under the provisions of these rules as a Technical person:

Provided that for a period of one year from the date on which these rules comes into force such technical persons who are registered with any authority by whatever designations they are known, can continue to discharge their duties and responsibilities as if they have been registered under these rules for period of one year.

26. Registering Authority. — Director, Town Planning, Odisha will be the Registering Authority for such Technical persons.

27. Application for Registration. — (1) Any person having required qualification and experience, as notified by State Government, from time to time, for being a technical person under these rules, may apply to the registering Authority, in Form 'VII' for registration.

(2) The application for registration of Technical Person shall be accompanied by a fee of five thousand rupees as registration fee.

28. State Level Registration Committee.—The State Government shall constitute and notify a State Level Registration Committee for considering the applications received in this regard.

29. Grant of Registration Certificate.—(1) Registering Authority shall, within sixty days from date of the application, on recommendation of State Level Registration Committee, either grant or refuse to grant a Registration Certificate: Provided that, the Registering Authority before refusing to grant Registration Certificate to a person shall give him a reasonable opportunity of being heard.

(2) The Registering Authority shall issue a Registration Certificate to that Technical Person in Form 'VIII'.

30. Duration of Registration.— (1) The Registration Certificate once issued,shall remain valid for a period of three years from the date of issue, unless it is otherwise cancelled or suspended.

(2) The Registration Certificate may be renewed for a further period of three years on an application to be submitted before expiry of its period on payment of fees equal to one half of the fees as prescribed in sub-rule (2) of rule 27.

31. Failure to meet standards of performance.—(1) In case a registered technical person fails to meet the standards of performance as required under the provisions of the Act, rules and regulations made under the Act or any other Codalprovisions applicable for building operations, the Registering Authority may, after giving reasonable opportunity of being heard to the concerned person, cancel the Registration Certificate granted under these rules.

(2) The cancellation of the registration shall be done by the Registering Authority after an enquiry is conducted on the allegations made against the registered Technical person for failure to meet standards of performance or otherwise: Provided that the cancellation shall be done only on recommendation of State Level Registration Committee:

Provided further that pending enquiry, the Registering Authority shall have the power to suspend the registration, if the same is in the public interest.

32. Appeal.— Any Technical person being aggrieved by the decisions of the Registering Authority may prefer an appeal to the State Government within a period of thirty days of receipt of order, which shall be accompanied by fee of one thousand rupees.

33. Maintenance of register.— (1) The Registering Authority shall maintain a "Register of Technical Persons" in Form 'IX', wherein the details of all Technical Persons to whom Registration Certificates have been issued shall be entered including the facts of suspension and cancellation, if any, as the case may be.

(2) A copy of the updated register shall be made available in the official websites of State Government, the Authority and that of Registering Authority.

CHAPTER-VI

Accreditation of Technical Person

34. Power to Accredit.— The Authority shall have the power to accredit any registered Technical person or Architect, under provisions of these rules, who shall be designated as Accredited Persons of the Authority.

35. Application for Accreditation.— (1) The Vice-Chairman of the Authority shall invite applications, through a public notice for the purpose of accreditation, at least once in a year.

(2) Any registered Technical Person or Architect, as the case may be, apply in response to such public notice to the Vice-Chairman, in Form 'X'.

(3) The application shall be accompanied by fees of Five Thousand rupees only.

36. Grant of Accreditation Certificate.— (1) The Vice-Chairman on recommendation of Accreditation Committee, may either grant or refuse an Accreditation Certificate within sixty days from last date of receipt of application: Provided that the Vice-Chairman before refusing to grant Accreditation Certificate to a person shall give a reasonable opportunity of being heard.

(2) The Vice-Chairman shall grant to the registered technical person or Architect, an Accreditation Certificate in Form 'XI'.

(3) Before issue of an Accreditation Certificate the applicant, shall execute an agreement with the Vice-Chairman.

(4) The agreement shall have provisions for performance of duties and responsibilities as assigned to Accredited Persons under these rules along with performance security and other matters, as decided by the Authority, from time to time.

37. Duration of Accreditation.— (1) The Accreditation Certificate shall remain valid for the period of three years from the date of issue of the same, unless otherwise cancelled or suspended.

(2) The Accreditation Certificate may be renewed for a further period of three years on an application to be submitted before its expiry period on payment of fees equal to one half of the fees as payable for grant of Accreditation certificate under sub-rule (3) of rule 35:

Provided that the validity of Accreditation Certificate shall be coterminous to that of cancellation of Registration Certificate under the provisions contained in Chapter V of these rules.

38. Qualification and Experience.— (1) For the purpose of accreditation, Architect or Technical Person, as the case may be, must have experience of at least five years in preparation of building plans, supervision of construction of buildings.

(2) The Accredited Persons shall maintain an office, which shall be accessible by general public on any of the working days between 10.00 A.M. to 5.00 P.M.

39. Duties and responsibilities of Accredited Persons.— (1) On behalf of authority, it shall be the duty of the Accredited Person to take up site and field verifications, as required for approval of building plan by him:

Provided that it shall be the duty of the applicant to ensure that the respective Accredited Person take up site and field verifications and submit report in Form 'XIII' to the Authority at the stage of foundation level, plinth level and roof casting for each floor of the building which has been permitted.

Further, on completion of the building, applicant must ensure that a Completion Certificate in Form 'XIV' is issued by the Accredited Person and submitted to the Authority for verification and issuance of occupancy certificate.

(2) The fees as applicable shall be collected by the Accredited Person and deposited with Authority within 30 days.

(3) The Accredited Persons shall also give information approved by him in Form 'XII' to the Authority.

40. Inspection by Accredited Person.—(1) The Authority may assign the work of conducting an independent inspection with respect to ongoing building operations being taken up within the jurisdiction of the Authority to any accredited person; for such inspection. Accredited Person shall submit a report on his findingsto authority.

(2) The fees and charges payable to an Accredited Person by Authority for such inspections shall be as per the terms and conditions of the agreement, entered into between the Authority and such Accredited Person.

41. Failure to meet Standards of Performance.— (1) In case, an Accredited Person fails to take up any work as required to be performed in discharge of his professional duties as prescribed under any Act or rules or regulations made thereunder, then the Vice-Chairman may, after giving reasonable opportunity of being heard to the Accredited Person, cancel the Accreditation Certificate granted under these rules.

(2) The cancellation of the accreditation may be done by the Vice-Chairman after an enquiry is conducted on the allegation made against the Accredited Person, for failure to meet standards of performance, misconduct or otherwise: Provided that the cancellation shall be done only on recommendation of Accreditation Committee:

Provided further that pending the enquiry, the Vice-Chairman shall have the power to suspend the Accreditation Certificate, if the same is in public interest.

42. Maintenance of Register.— (1) Vice-Chairman shall maintain "Register of Accredited Persons" in Form 'XV' wherein the details of all persons to whom Accreditation Certificates have been issued shall be entered including the facts on suspension or cancellation, as the case may be.

(2) A copy of the updated register shall be made available on official website of State Government, Director and Authority.

43. Appeal— Any Accredited person being aggrieved by the decisions of Vice-Chairman, may prefer an appeal to the Authority within thirty days from the date of such decision.

CHAPTER-VII

Project Management Organizations

44. Project Management Organization.— Every applicant, who applies for permission as required under section 16 for Buildings other than low risk building shall engage a Project Management Organization to carry out duties and responsibilities as given under these rules:

Provided, that in case of any Department of Central or State Government or a authority of the Central or State Government established or constituted under any law for the time being force it not be required to engage Project Management Organization but their in-house Architects and Technical persons, shall carry out the duties and responsibilities as assigned to the Project Management Organization, under these rules.

45. Agreement for Building Operations.— For the purpose of taking up services of Project Management Organization for building operations of the buildings other than low risk building, an applicant shall enter into an agreement with any of the Project Management Organizations.

46. Project Management Services.—The agreement between the applicant and Project Management Organization shall include the scope of services and provisions for Project Management Services which shall be in conformity with scope of services as defined by Council of Architecture; from time to time, for providing comprehensive architectural services:

Provided that, it shall be the duty of the applicant to ensure that Project Management Organization engaged by him for this purpose takes up site and field verifications and submit report in Form 'XVI' to the Authority at the stage of foundation level, plinth level and roof casting for each floor of the building which has been permitted by the Authority for erection of new buildings.

Provided further that, on completion of the building, applicant must ensure that a Completion certificate in Form 'XVII' is issued by the PMO and submitted to the Authority for verification and issuance of occupancy certificate.

Explanation:- The applicant will be responsible for ensuring compliance to provision of various Acts, rules, regulations and codes made thereunder, which control or provide for various norms governing development including but not limited to planning norms, fire safety norms, environmental norms, as applicable in each case.

47. Change of Project Management Organization.— The applicant may change the Project Management Organization, at any time, provided that the applicant shall submit to the Authority details of the new Project Management Organization and copy of the agreement entered between the Applicant and new Project Management Organization along with the copy of the receding agreement within seven days of such change.

48. Failure to meet Standards of Performance.— (1) In case the Project Management Organization fails to take up any work as required to be performed in discharge of their professional duties under any Act or rules, then the same shall be treated as failure to meet the prescribed standards of performance and in such a case, the Vice-Chairman or his authorised officer may direct the applicant to change the Project Management Organisation within fifteen days of issue of such directions failing which permission granted may be revoked after giving reasonable opportunity of being heard.

(2) If the development taken up by the applicant contravenes any provisions of the Act, rules and regulations made under the Act or any other Codal provisions applicable for building operations, then action will be initiated against the applicant and an officer of the authority duly authorised for the purpose may issue such directions as required under the law and may revoke the permission granted after giving reasonable opportunity of being heard.

49. Information on Technical Persons.— The Project Management Organization shall submit to the Authority at the time of submission of the application for permission made under rule 3 or rule 12, as the case may be, a copy of the Registration Certificate of Technical Persons or Architects as applicable, along with such applications.

CHAPTER-VIII

Miscellaneous

50. Issues of duplicate certificates.— The duplicate of the Registration Certificate or Accreditation Certificate may be issued respectively by the Registering Authority and the Authority, on payment of fee one hundred rupees: Provided that prior to grant of duplicate certificate, the Registering Authority or the Authority, as the case may be, shall be satisfied that the reasons for issuance of such duplicate certificate is genuine and has arisen out of mutilation, damage, destruction, theft or loss or otherwise, of the original certificate.

51. Audit. —(1)The Authority shall undertake quarterly audit of ten percent of building plan approvals, construction stage wise reports, Completion Certificate and occupancy certificates issued by Accredited Persons and the construction stage wise reports and Completion certificate issued by the Project Management Organizations, as chosen randomly through automated process or otherwise.

(2)The work of audit shall be carried out by officials of Authority or any other agency selected by the Authority.

FORM-I
(See rule-3)
Permission for Development

(Name of the Authority) **COMMON APPLICATION FORM**

To be filled by the applicant:

Date of application _____

Address of the Project: 1. Revenue Village _____
 2. Tehsil/ULB Name _____

Location of the Project: 1. Latitude _____ 2. Longitude _____

For Office Use:

1. File No. _____

2. Date _____

3. Details of Payment: Amount _____ Challan No. _____ Date _____

4. Signature of the Receiving Officer _____

PART I: GENERAL INFORMATION

(TO BE FILLED IN BY THE APPLICANT)

1.1 Details of the Applicant

Sl. No.	Name	Postal Address	Contact No. (Mobile No.)	Email Address	Registration Number / License Number along with date of issue	Valid up to	Enclosed ID Proof

1.2 Details of the Land Owner

Sl. No.	Name of the land Owner(s)	Relationship with Recorded Tenants (Khatadars)	Postal Address	Contact No. (Mobile No.)	Email Address	ID Proof

1.3 Details of Recorded Tenants (as per RoR)

Sl. No.	Name of the Recorded Tenant ¹	Postal Address	Contact No.(Mobile No.)	Email Address	ID Proof

¹If the recorded tenant is not alive then details of legal heirs should be mentioned in other columns such as : postal address, contact no. etc.

PART II –BASIC DETAILS OF THE PROJECT

Sl. No.	Parameter	Details to be given	Views of the Authorised officer ²
		TO BE FILLED IN BY THE APPLICANT	FOR OFFICE USE ONLY
2.1	Project type (<i>New Development / Addition / Alteration / Renewal / Revalidation</i>)		
2.2	Project Category (<i>G to G+3, Apartment - G+4 and above, Group housing, Multi-storeyed residential/commercial/Institutional/Industrial/Public-semi-public/ others Please specify</i>)		
2.3	Project Component (<i>Residential/Commercial/Institutional/Industrial/Public-semi-public/Others (please specify)</i>)		
2.4	Total Area covered in all floors (<i>in sq. meters</i>)		
2.5	No. of Floors		
2.6	No. of dwelling units		

PART III – LAND DETAILS

3.1 Land Details											
TO BE FILLED IN BY THE APPLICANT											FOR OFFICE USE ONLY
Sl. No.	Mauza	Name of Revenue Village	Khata No.	Plot No.	Area (in acres / sqm)	Kisam	If mutation not done, then details of sale deed		Area under Possession (in sq. meters)	Remarks	View of the Authorised Officer ²
							Sale Deed No.	Date			

²Authorised Officer – An official of the Authority who has been authorised to check and certify such details

3.2 Whether the plot/site is part of an approved layout/Town Planning scheme / Development Schemes

TO BE FILLED IN BY THE APPLICANT

 View of the
 Authorised
 Officer²
 (FOR OFFICE USE
 ONLY)
(A) Yes or No?**(B) If yes, details thereof**

(i) Date of Approval / Permission	(ii) Approval / Permission No.	(iii) Whether map enclosed? (yes or no)
-----------------------------------	--------------------------------	---

3.3 Site Plan (to be given on revenue plan along with the layer of Development Plan) provided or not? (yes or no)**3.4 Indicate Tenancy of land (leasehold / freehold / others , please specify)****3.5 If on lease, share details of lease**

(i) Name of the lessor	(ii) Purpose of lease	(iii) duration of lease	(iv) Any other, please specify
------------------------	-----------------------	-------------------------	--------------------------------

PART IV – PLANNING DETAILS

Sl. No.	Parameters	Description (TO BE FILLED IN BY THE APPLICANT)	View of the Authorised Officer ² (FOR OFFICE USE ONLY)
4.1	Land use, applied for		
4.2	Land use, as per Development Plan		
4.3	Land use, as per Layout / Town Planning Scheme / Development Scheme		
4.4.	Permissibility of the Land use applied (Permissible / Permissible on special conditions / Not permissible)		
4.5	Dwelling Units per Acre (for projects having residential components)		
4.6	Whether, plot affected by development plan (Development plans roads and drains)?		
a	Yes or No?		
b	If yes, whether affected portions have been surrendered to Government or Authority or Local Authority by way of gift deed? (yes or no)		
c	If yes, give details		
	i. Name and Details of Agency to whom the land has been surrendered		
	ii. Deed Number		
	iii. Date of execution of Deed		

PART V – BUILDING PARAMETERS

Sl. No.	Category	As per norms	Proposal	As per Approved plan (applicable for addition / alteration / renewal cases only)	View of the Authorised Officer²
		TO BE FILLED IN BY THE APPLICANT			FOR OFFICE USE ONLY
5.1	Basement, if any				
5.2	Stilt / Ground floor				
5.3	1 st floor				
5.4	2 nd floor				
5.5	3 rd floor				
5.6	4 th floor				
5.7	Multi-storeyed (no. of storeys)				
5.8	Society Room				
5.9	Set backs				
	Front				
	Rear				
	Side 1				
	Side 2				
5.10	FAR				
5.11	Parking (in sq.mt.)				
5.12	Height (in mt.)				
5.13	No of staircases				
5.14	Distance from farthest point of corridor to staircase				
5.15	Minimum height of floors				
5.16	Light and Ventilation shaft				
5.17	Courtyard size and area (in sq. meter)				
5.18	Approach gradient to basement/stilt				
5.19	Minimum opening area of window, door and ventilator for lighting/ventilation (in sq. meter)				
5.20	No. of lifts				
5.21	No. of Recharging pits/Size of pits				
5.22	No. of Gates and size				

PART VI – OTHER PLANS RELATED TO BUILDING PLAN

Sl. No.	Parameters	Whether given in the Building Plan or not? (yes or no)	View of the Authorised Officer²
		TO BE FILLED IN BY THE APPLICANT	FOR OFFICE USE ONLY
6.1	All floor plans		
6.2	Elevations		
6.3	Area Statement		
6.4	Structural Plan		
6.5	Foundation Plan		
6.6	Septic Tank and Soak pit location		
6.7	Groundwater recharging point		
6.8	Drain Section		
6.9	Water Safety Provisions		
6.10	Fire Safety Provision Plan		
6.11	Plumbing Plan		
6.12	Electric Supply Plan		
6.13	Schedule of Doors, Windows and Openings		
6.14	Minimum distance between blocks / buildings		
6.15	Any other provisions, specify		

PART VII – UTILITIES

7.1 Roads/pathway		View of the Authorised Officer²	7.2 Drainage		View of the Authorised Officer²
TO BE FILLED IN BY THE APPLICANT		FOR OFFICE USE ONLY	TO BE FILLED IN BY THE APPLICANT		FOR OFFICE USE ONLY
7.1.1 Width of internal roads proposed / category/hierarchy (<i>in metre</i>)			7.2.1 Width of internal drains (<i>in metre</i>)		
7.1.2 Internal roads	Length (<i>in metres</i>)		7.2.2 Length of internal drains (<i>in metres</i>)		
	Area (<i>in sq.mt.</i>)				
7.1.3 Internal pathways (<i>in metres</i>)	Length (<i>in metres</i>)		7.2.3 Location of drain system and drain outfall (<i>please show in site plan drawing</i>)		
	Width (<i>in metres</i>)				
	Area (<i>in sq.mt.</i>)				
7.3 Water supply		View of the Authorised Officer²	7.4 Sewerage		View of the Authorised Officer²
TO BE FILLED IN BY THE APPLICANT		FOR OFFICE USE ONLY	TO BE FILLED IN BY THE APPLICANT		FOR OFFICE USE ONLY
7.3.1 Water consumption demand per day requirement @ 135 LPCD			7.4.1 Total quantity of waste water generated (<i>in MLD</i>)		
7.3.2 Drinking Water facility (whether Municipal/public water supply is available) – (Yes/No)			7.4.2 On-site treatment (Septic tank/soak-pit) (yes or no)		
			If yes, Size of septic tank/soak pit (length X breadth, Area in sq. meter)		
			7.4.3 STP provided (Yes/No)		
			If yes, Capacity of STP (<i>in MLD</i>)		
7.3.3 Groundwater extraction to be done on site (Yes/No)			7.4.5 Treated Sewerage disposal outfall point (show in drawing-site plan)		

7.5 Electricity		View of the Authorised Officer²	7.6 Solid Waste Management		View of the Authorised Officer²
TO BE FILLED IN BY THE APPLICANT		FOR OFFICE USE ONLY	TO BE FILLED IN BY THE APPLICANT		FOR OFFICE USE ONLY
7.5.1 Total electricity consumption proposed (in KV)			7.6.1 Total solid waste generation (in Quintals/day)		
7.7 Proposed Open spaces area (in sq.meters)			7.6.2 Solid waste disposal location (show in drawing-site plan)		
			7.6.3 Provision for Composting (Yes/No)		

PART VIII – EXTERNAL INFRASTRUCTURE PROVISIONS

8.1 Connecting Road		TO BE FILLED IN BY THE APPLICANT		View of the Authorised Officer² (FOR OFFICE USE ONLY)
8.1.1 Present Status				
(a) Whether connectivity to the site is through an existing road ? (yes or no)				
(b) If yes, Width of access road to site (in feet)		Minimum		
		Maximum		
(c) Whether connected to existing CDP Road (yes or no)				
(d) Nature of existing road (kutchha / Murrom / Metalled / Blacktop / Concrete)				
(e) Status of existing approach road (public / private / others, please specify)				
8.1.2 Proposed Improvements				
(a) Widening of the Road				
(b) Upgradation of the nature of the road				
(c) Enclosed detailed drawings for proposed improvements (yes or no)				
8.1.3 Whether site located at or near road junction?				
(a) Yes or No.				
(b) If yes, distance from junction (in meters)				

8.2 Drainage		TO BE FILLED IN BY THE APPLICANT		View of the Authorised Officer² (FOR OFFICE USE ONLY)
8.2.1 Present Status Major drainage channel if any (<i>show location on map</i>)				
(a) Whether, road side public drain exists? (<i>yes or no</i>)				
(b) If yes, give details	Width and depth of the drain (<i>in meters</i>)	Width		
		Depth		
	Nature of the drain (<i>earthen / masonry / concrete</i>)			
	Whether, connected to any public drainage network for outfall? (<i>yes or no</i>)			
(c) If no, give details	Distance from nearest drain, which is connected to public drainage network for outfall (<i>in meters</i>)			
	Feasibility to connect (<i>yes or no</i>)			
8.2.2 Proposed Drainage Plan				
(a) Improvement of the existing drains	Widening and Deepening of the drain (<i>yes or no</i>)			
	Upgradation of nature of the drain (<i>indicate the type of upgradation</i>)			
(b) Construction of New Drain for	Length (<i>in meters</i>)			

connection	Width (<i>in meters</i>)				
	Depth (<i>in meters</i>)				
	Nature (<i>earthen / masonry / concrete, any other, please specify</i>)				
(c) Whether, drainage plan along with drawings submitted? (<i>yes or no</i>)					
8.2.3 Whether site is in low lying area and subjected to water logging?					
(a) Yes or No.					
(b) If yes, details thereof					
(c) Whether plan for measures mitigating water logging submitted or not? (<i>yes or no</i>)					
8.3 Water supply	TO BE FILLED IN BY THE APPLICANT	View of the Authorised Officer² (FOR OFFICE USE ONLY)	8.4 Sewerage	TO BE FILLED IN BY THE APPLICANT	View of the Authorised Officer² (FOR OFFICE USE ONLY)
8.3.1 Whether source of public water supply available at site or not? (<i>yes or no</i>)			8.4.1 Whether, site connected to public Sewerage network (Yes/No)		
8.3.2 If yes, provide details	Type (<i>municipal / rural</i>)		8.4.2 if yes, provide details of the accessible sewerage drain	Type of Drain (<i>earthen / masonry concrete</i>)	
	Revenue Village			Size of Drain (Width X Depth) in meters	
	Accessible distance from site			Accessible distance from site	
8.3.3 If no, plans for water supply at site (<i>groundwater / new supply line from distant public source</i>)			8.4.3 If no, described method of disposal of sewerage waste.		

8.3.4 In case of new pipe line or ground water coverage, estimates, drawings and layout plans submitted as a part of building plan or not? (yes or no)			8.4.4 Whether, drawing and layout plans depicting the sewerage disposal methodology has been provided or not? (yes or no)		
8.5 Electricity	TO BE FILLED IN BY THE APPLICANT	View of the Authorised Officer² (FOR OFFICE USE ONLY)	8.6 Solid Waste Management	TO BE FILLED IN BY THE APPLICANT	View of the Authorised Officer² (FOR OFFICE USE ONLY)
8.5.1 Presence of grid station / electricity distribution line for drawing electricity to the site (Yes/No)			8.6.1 Whether primary transfer station for solid waste available in vicinity to site or not? (yes or no)		
8.5.2 if yes, location and type of grid station (<i>show location on map</i>) and distance (in Kms.)	Location Capacity (in KV) Accessible Distance from site (in meters)		8.6.2 If yes, provide details Location of primary transfer station (<i>show location on map/distance in metres</i>)	Location Distance (in meters)	
8.5.3 if no, what is the plan for drawing electricity to site?			8.6.3 If no, what is the plan for solid waste management?		

8.5.4 In case of requirement of new electric supply line or grid station; whether estimates, drawings and layout plans submitted as a part of building plan or not? (yes or no)			8.6.4 In case of requirement of new primary transfer station; whether estimates, drawings and layout plans submitted as a part of building plan or not? (yes or no)		
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PART IX – SPECIAL PROVISIONS

9.1 Rainwater harvesting	To be filled in by the Applicant	View of the Authorised Officer² (FOR OFFICE USE ONLY)
9.1.1 Whether, the plot area is 300 square meters or above? (yes or no)		
9.1.2 if yes, whether provision for rainwater harvesting has been provided in the building plan or not? (yes or no)		
9.1.3 If yes, please provide the details below (a) No of recharge pits/recharge wells/surface reservoirs on site (b) Size of recharge pits/recharge wells/surface reservoirs on site (c) Quantity of water percolation (d) Detailed Schematic plan and drawing provided in building plan (yes or no)		
9.2 Green Building certification (provide details of certification and rating)		
9.2.1 Whether Green Building certification being proposed or not (yes or no)		
9.2.2 if yes, give details a. Protocol being proposed (GRIHA / LEED / IGBC / Any other, please specify) b. Rating being proposed under the above protocol c. Details of the consultant engaged for the purpose		
9.3 Solar Water heating system		
9.3.1 Whether, the plinth area of proposed building having 200 square meter or more (yes or no)		

9.3.2 If yes, provide details		
a. Roof area covered by solar panels (in sq. meter)		
b. No. of panels provided		
c. Capacity (<i>in litres per day</i>)		
9.4 Off Grid / Grid connected Solar Roof top System		
9.4.1 Whether, the plinth area of proposed building is more than 300 square meter (<i>yes or no</i>)		
9.3.2 If yes, provide details		
a. Roof area covered by solar panels (in sq meter)		
b. No. of panels provided		
c. Amount of electricity production per day in KW		
9.5 Affordable Housing Provisions – To be filled up in cases of residential projects on plot sizes of more than 2000 sq. meters		
9.5.1 Total Built up area of the project in square meters		
9.5.2 EWS Housing		
a. Mandatory provisions of reservation for EWS @ 10% of Built up Area		
b. No. of EWS Units Proposed		
c. Built up area under EWS (in sq meter)		
d. Built up area under EWS (in percentage)		
9.5.2 LIG Housing		
a. No. of LIG Units Proposed		
b. Built up area under LIG (in sq meter)		
c. Built up area under LIG (in percentage)		
I hereby declare that the above mandatory EWS and LIG housing is proposed within the site premises and part of the building structure submitted for approval to the Authority. (Tick the box for undertaking.)	<input type="checkbox"/>	
9.6 Any other (provide details)		

PART X – SPECIAL CLEARANCES

10.1 Security Clearance		To be filled in by the Applicant	View of the Authorised Officer² (FOR OFFICE USE ONLY)
10.1.1	Whether the Project is within 200 meters of notified Strategic Building (Yes/No)		
10.1.2	If yes, (a) Name of the Strategic Building (b) Distance from the Strategic Building		
10.2 Archaeological Survey of India (ASI) Clearance			
10.2.1	Whether the project is located within 300 meter of National Protected Monument (Yes/No)		
10.2.2	If yes, (a) Name of the Monument (b) Distance in meters		
10.3 National Highway Authority (NHA) Clearance			
10.3.1	Whether the project requires direct access from NH maintained by NHA (Yes/No)		
10.3.2	If yes, name and no. of the National Highway		
10.4 Airport Authority of India Clearance			
10.4.1	Whether height of the proposed building is 30 meter and above (Yes/No)		
10.4.2	If Yes, Give height of the building in meters from Mean Sea Level (MSL)		

10.5 Environmental Clearance			
10.5.1	Whether the Project requires Environmental Clearance as per detailed Notification of MoE&F, Government of India (Yes/No)		
10.5.2	If yes, (a) Parameter for Clearance (b) Total built up area		

PART XI - CHECKLIST OF DOCUMENTS TO BE ATTACHED

Description of the Documents	To be filled in by the Applicant	View of the Authorised Officer² (FOR OFFICE USE ONLY)
11.1 Application form duly filled in and signed		
11.2 Scrutiny fee challan copy		
11.3 Self-signed Xerox copies of ownership documents		
11.4 Copy of Certificate of registration of Architect/Engineers/Builder-Developer		
11.5 Four copies of plan giving details as prescribed in the application form		
11.6 Affidavit in original in prescribed format		
11.7 Two photographs of the site		
11.8 Any other enclosure as per specific requirement of the case		

PART XII – DECLARATION

<input type="checkbox"/>	<p>I hereby acknowledge and declare that the above information is true to the best of my knowledge and submitted in accordance with the Development Plan and Building Control Regulations related with Central and State Government and its subsequent amendments. <i>(Tick in the box on the left column)</i></p>			
	Name & Designation	Signature/Digital Signature	Date	Place
Owners				
Authorised Person				

PART XIII –FOR OFFICIAL USE ONLY

Details of the Authorised Officers	Name	Designation	Signature	Date	Remarks, if any
Application Receiving Officer					
Land Details and Documentation Verification Officer					
Engineering Officer					
Planning Officer					
Approving Officer					

FORM -II
[See rule 10(2)]
Order for Grant of Permission

No. _____ /....., Bhubaneswar, Dated: _____

Permission under sub-section (3) of the Section-16 of the Odisha Development Authorities Act, 1982 is hereby granted in favour of;

Smt. /Shri _____ for

- (a) Sub division and development of land
- (b) Change of the use of land or building
- (c) Construction of a _____ building
- (d) Reconstruction of building
- (e) Alteration of
- (f) Alteration or additions in the existing building having holding No.

_____ (Specify)in respect of plot No._____, Khata No._____ Village/Mouza._____ of _____ Municipal Corporation/Municipality/NAC/Gram Panchayat within the Development Plan Area of _____ subject to following conditions/ restrictions.

- (a) The land/ Building shall be used exclusively for _____ purpose and the uses shall not be changed to any other use without prior approval of this Authority.
- (b) The development shall be undertaken strictly according to plans enclosed with necessary permission endorsement.
- (c) Parking space measuring _____ sq. mtr. as shown in the approved plan shall be exclusively used for parking and no part of it will be used for any other purpose.
- (d) The land over which construction is proposed is accessible by an approved means of access of _____ mtr. width.
- (e) The land in question must be in lawful ownership and peaceful possession of the applicant.
- (f) The applicant shall free gift _____ sq.mtr. of located in the _____ Municipal Corporation/Municipality/ NAC/Grama panchayat for the widening of the road/construction of new roads and other public amenities prior to completion of the development as indicated in the plan.

- (g) The permission is valid for period of three years with effect from the date of issue.
- (h) Permission accorded under the provision of Section 16 of ODA Act, cannot be construed as an evidence to claim right title interest on the plot on which the permission has been granted.
- (i) If any dispute arises with respect to right, title interest on the land on which the permission has been granted, the permission so granted shall be automatically treated as cancelled during the period of dispute.
- (j) Any construction and development made by the applicant or owner on the disputed land will be at his risk without any legal or financial liability on the Authority.
- (k) Any other conditions.

By Order of _____

Authorised Officer

_____ Development Authority

Memo No. _____ /., Dated _____

Copy along with _____ copies of the approved plans are forwarded herewith to
Smt./ Shri _____.

Authorised Officer

_____ Development Authority

FORM-III**[See rule 10(3)]****Order for Refusal of Permission****By Speed Post****_____ DEVELOPMENT AUTHORITY, _____**

No. _____ / Date-

To,**Mr./Mrs. _____**

Ref:- Application for permission Registration No. _____ / 20 _____

Your reply to this office letter No.Dt..... has not been found satisfactory and in compliance to the provisions of building and development norms in force, You have failed to show any cause in response to this office letter No..... Dated within the prescribed time stipulated in the above referred letter.

Hence, in exercise of the powers under sub-section (3) of Section16 of the Odisha Development Authority Act, 1982, your application for permission to undertake development on plot No..... Mouza..... of Development Plan area is hereby refused on the following grounds.

- 1.....
- 2.....
- 3.....
- 4.....
- 5.....
- 6.....
- 7.....

Two copies of the plans are retained in this office for record and reference and the rest are returned herewith.

BY ORDER OF _____

AUTORISED OFFICER

FORM-IV**[See rule 12]****Application for Occupancy Certificate****By Speed Post****File No.Development Authority****Application No:**

(to be generated by CSC)

A. Applicant Particulars

1.Circle No:	
2.Name of the Applicant	
3.Father's /Husband Name	
4. Postal Address of the applicant	
5.Contact	

B. Building details

Book No. &SI No.	
Name of the applicant	
Site address	
Permit No:	
File No.	
No. of floors permitted	
No. of floors constructed	
Total Built up area constructed in sq.mt.	
Building completion certificate issued by the licensed Engineer /Architect	Yes/No
Photographs of building enclosed	Yes/No
Copy of sanctioned plan enclosed	Yes/No
Address for correspondence with phone No:	

Applicant Undertaking

I hereby declare that all the information mentioned above is true to my Knowledge. In case of any discrepancies if arises I will be held responsible .Hence I request you to Issue Occupancy certificate.

Date :**Applicant's signature:****List of Enclosure**

1. Building completion certificate
2. Photograph of building
3. Sanctioned plan
4. Compliance certificate to special condition while sanctioning building plan.

Office Use Only

I have verified that the enclosure and the application qualify for further processing.

.....**Authority**

FORM – V**[See rule 18(4)]**

Development Authority,

Occupancy Certificate

Registration No._____

No._____, Date_____

The work of erection, re-erection and or material alteration undertaken in respect of _____ Building, Plot No._____ Village/Mouza _____ has been completed under the supervision of _____ Architect (Empanelment No._____) _____ Structural Engineer (Empanelment No._____) Supervisor _____, (Empanelment No._____) as per the Completion certificate submitted.

On inspection it is observed that the erection, re-erection and or alteration undertaken with respect to above _____ (Building) is in accordance with approved plan and the conditions imposed vide Permission letter No._____ dt _____.

The building is permitted/not permitted for part/full occupancy subjected to the following

- 1.
- 2.
- 3.

One set of completion plans duly certified for occupancy is returned herewith.

Date-

BY ORDER OF _____

Authorised Officer

Development Authority
(Seal)

FORM – VI**[See rule 18(5)]**Development Authority,**Order for Refusal for grant of Occupancy Certificate**

Registration No._____

No._____, Date_____

The work of erection, re-erection and or material alteration undertaken in respect of _____ Building, Plot No._____ Village/Mouza _____ has been completed under the supervision of _____ Architect (Empanelment No._____) _____ Structural Engineer (Empanelment No._____) Supervisor _____, (Empanelment No._____) as per the Completion certificate submitted.

On inspection it is observed that the erection, re-erection and or alteration undertaken with respect to above _____ (Building) is in accordance with approved plan and the conditions imposed vide Permission letter No._____ dt _____.

The building is permitted/not permitted for part/full occupancy subjected to the following

- 1.
- 2.
- 3.

One set of completion plans duly certified for occupancy is returned herewith.

Date-

BY ORDER OF _____

Authorised Officer

_____ Development Authority
(Seal)

FORM-VII**[See Rule 27(1)]****Application for registration of Technical Person**

To

The Vice-Chairman,**_____ Development Authority,_____.****Dear Sir,**

I/We hereby submit this application duly filled for approval as Technical Person/Firm along with details of documents and prescribed fees paid for your kind consideration.

1. Name of the Architect/Engineer/Town Planner :

Supervisor/Structural Engineer/Others.

2. Name of the Firm if any :

3. Registration Number with Council of :
Architecture/AMIE(I)/ITPI/Others.

4. Educational Qualification(Copy of certificate to be enclosed)

Sl.	Educational Qualification	Degree/Diploma	Year	Remarks
(1)	(2)	(3)	(4)	(5)
1				
2				
3				
4				

Note: Please attach additional sheets if required

5. Correspondence Address (In Block Letters)			
Mobile No. Land line No. Email-			

6. Experience and Duration of professional practice:

Sl.	Name of Technical person	Designation	Institution/Agency Where worked	Period (Month/Year)			Remarks
				From	Up to	Total period in year/ month	
1							
2							
3							
4							

Note: Please attach individual sheet for each Technical person:

7. Registration Fee:	As notified in public notice
Cash	:Money receipt No. and date
Crossed Demand Draft of a Nationalized Bank or a bank having financial transaction with Government of Odisha in favour of Director, Town Planning Odisha payable at Bhubaneswar.	(a) Name of the Bank- (b) Crossed DD No. (c) Date- (d) Amount- (Original money receipt copy to be enclosed)

8. Affidavit in prescribed format is enclosed.
9. List of documents to be submitted:
 - (i) Application form completely filled in and signed in full.
 - (ii) Copy of Registration Certificate with Council of Architecture/Associate Membership of Institute of Engineers/Membership Certificate of Institute of Town Planners, India/others.
 - (iii) Copy of certificates in support of Educational Qualification.
 - (iv) Copy of certificate in support of Experience and professional practice.
 - (v) Copy of documents in support of requisite fees.
 - (vi) Affidavit in original (for registration of Structural Engineers only)

Place-

Date

Signature of the applicant
(Full signature with designation)

NB: Without submission of the original copy of deposit challan and all documents signed in full, the application is liable for rejection.

AFFIDAVIT**Before the Notary Public/Executive Magistrate.**

I Sri/Smt/Mr/Mrs _____ aged about _____ years
 son/Daughter of _____, At _____ Po _____ PS _____

Dist _____ at present _____ do hereby solemnly affirm
 as follows:

1. That, I am acquainted with the general and special provisions of ODA Act,1982,ODA Rules 1983 and the Planning & Building Standards Regulation/Building Byelaw in force in different Development Areas of Development Authorities constituted under provisions of ODA Act,1982 and provisions contained therin.
2. That, I shall prepare the layout plan for a sub division/plan for construction/alteration/addition/modification and change of use buildings in conformity with provisions of ODA Act,1982 & ODA Rules 1983 and concerned Building Regulations/Byelaw in force in the Development Areas of different Development Authorities.
3. That, I shall ensure supervision of the construction of buildings/land development to be undertaken strictly in accordance with the approved plan and permission granted and in case of any deviation undertaken in course of constructions, I shall bring it to the notice of the authority within 7(seven) days of my knowledge of such commission of deviation.
4. That I shall also ensure communication of letter(s) instruction(s) order(s) given by the Development Authority to my client for their compliance and will advise him for compliance of the same.
5. That, I shall also make all effort to ensure that the provisions of the ODA Act,1982,Rule and Regulations framed thereunder are not violated and in case despite my efforts there has been continued violation , I shall forthwith intimate the concerned Development Authority in writing about the nature and extent of violation carried out.
6. That, I shall ensure compliance of the building standards and quality norms during constructions of the building as per the provisions of the National Building Code, Bureau of Indian Standards and instruction(s) of the Development Authority and/or Government, issued from time to time.
7. That, I shall strictly comply with the provisions in National Building Code with its amendments, from time to time if any. Accordingly, I also ensure my ethical commitment not only to my client but also to the Authorities and also ensure to inform the Authority in case of my disengagement by my client for further action by the concerned Development Authority in this regard.
8. The transaction financial or otherwise, with my client shall be my sole responsibility and I hereby indemnify the Authority from any financial and legal liabilities in this regard.
9. That, I shall be true and genuine to my profession and shall not do and/or refrain from doing anything against the interest of the Authority and in case of any deviation in my commitment, undertake herein through this affidavit that the Director of Town Planning, Odisha can take any legal action, punitive or compensatory and in such event I shall be held liable in my personal capacity as well as a professional Architect/Engineer/Structural Engineer/Town Planner/Supervisor/Firm/Others.

10. That, Director of Town Planning, Odisha shall have the power to suspend/cancel my registration in case of any failure to meet the standards of professional practice as prescribed.
11. That this affidavit is required to be submitted to the Director of Town Planning, Odisha for the purpose of my empanelment/registration as Architect/Engineer/Structural Engineer/Town Planner/Supervisor/Others
12. That, the facts stated above are true to the best of my knowledge and belief.
13. That, I have gone through the contents of this affidavit and understood the same and consequences thereof, I fully agree and commit to abide the terms and conditions and accordingly I put my signature on this affidavit being present before the Notary Public/Executive Magistrate.

Deponent

Identified by

Advocate

FORM-VIII**[See rule 29(2)]****Registration Certificate for Technical Person**

Registration No._____ /

Valid up to:_____

Passport size photograph
with full signature in the
front

This is to certify that

Mr./Mrs./M/s. _____ is registered as
a _____ to carry out and undertake professional work as
prescribed under Odisha Development Authorities(Building Operations-Application and Approval)
Rule-2015 and Planning and Building Standards Regulations of different Development Authorities
in the State of Odisha within the Development Areas of Development Authorities constituted under
the provisions of the Odisha Development Authorities Act,1982.

Specimen signature of Technical Person
With Date

Director, Town Planning, Odisha.

Renewal endorsements:

- 1.
- 2.
- 3.
- 4.

FORM-IX**[See rule 33(1)]****Register of Technical Person**

Sl. (1)	Name of Registered Technical Person and Address (2)	Name of Firm (3)	Registration No. (4)	Date of issue of certificate (5)	Valid till (6)	Signature of Authorised Officer (7)

FORM-X**[See rule 35(2)]****Application for accreditation of registered technical person**

To

The Vice-Chairman,
Development Authority,_____.

Dear Sir,

I/We hereby submit this application duly filled for approval as Accredited Person/Firm along with details of documents and prescribed fees paid for your kind consideration.

1. Name of the Architect/Engineer/Town Planner :

Supervisor/Structural Engineer/Others

2. Name of the Firm if any :

3. Registration Number with Council of :

Architecture/AMIE(I)/ITPI/Others.

4. Educational Qualification(Copy of certificate to be enclosed)

Sl. (1)	Educational Qualification (2)	Degree/Diploma (3)	Year (4)	Remarks (5)
1.				
2.				
3.				
4.				

Note: Please attach additional sheets if required

<p>5. Correspondence Address (In Block Letters)</p>			

8. Affidavit in prescribed format is enclosed.
9. List of documents to be submitted:
 - (i) Application form completely filled in and signed in full.
 - (ii) Copy of Registration Certificate with Council of Architecture/Associate Membership of Institute of Engineers/Membership Certificate of Institute of Town Planners, India/others.
 - (iii) Copy of certificates in support of Educational Qualification
 - (iv) Copy of certificate in support of Experience and professional practice.
 - (v) Copy of documents in support of requisite fees
 - (vi) Affidavit in original (for registration of Structural Engineers only)

Place-

Date

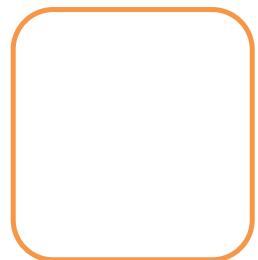
Signature of the applicant

(Full signature with designation)

NB: Without submission of the original copy of deposit challan and all documents signed in full, the application is liable for rejection.

FORM-XI**[See rule 37(2)]****ACCREDITATION CERTIFICATE.**

Accreditation No._____ / Valid up to:_____



This is to certify that

Mr./Mrs./M/s._____ is registered as
a _____ to carry out and undertake professional work as
prescribed under the Odisha Development Authorities(Building Operations-Application and
Approval) Rule,2015 and Planning and Building Standards Regulations of different Development
Authorities in the State of Odisha within the Development Areas of Development Authorities
constituted under the provisions of the Odisha Development Authorities Act,1982.



Vice-Chairman,

Development Authority

Renewal endorsements:

- 1.
- 2.
- 3.
- 4.

FORM-XII**[See rule 40(3)]**

(Accredited person)

AFFIDAVIT

Before the Notary Public/Executive Magistrate.

I Sri/Smt/Mr/Mrs _____ aged about _____ years
 son/Daughter of _____, At _____ Po _____ PS _____

Dist _____ at present _____ do hereby solemnly affirm
 as follows:

1. That, I am acquainted with the general and special provisions of ODA Act,1982,ODA Rules 1983 and the Planning & Building Standards Regulation/Building Byelaw in force in different Development Areas of Development Authorities constituted under provisions of ODA Act,1982 and provisions contents therein.
2. That, I shall prepare the layout plan for a sub division/ development of land/plan for construction/alteration/addition/modification and change of use buildings inconformity with provisions of ODA Act,1982 and ODA Rules 1983 and Planning and Building Standards Regulations/Byelaw in force in the Development Areas of different Development Authorities.
3. That, I shall ensure supervision of the construction of buildings/land development to be undertaken strictly in accordance with the approved plan and permission granted and in case of any deviation undertaken in course of constructions, I shall bring it to the notice of the authority within 7(seven) days of my knowledge of such commission of deviation.
4. That, I shall also ensure communication of letter(s), instruction(s), order(s) given by the Development Authority to my client for their compliance and will advise him for compliance of the same.
5. That, I shall also make all effort to ensure that the provisions of the ODA Act,1982,Rule and Regulations framed thereunder are not violated and in case despite my efforts there has been continued violation , I shall forthwith intimate the concerned Development Authority in writing about the nature and extent of violation carried out.
6. That, I shall ensure compliance of the building standards and quality norms during constructions of the building as per the provisions of the National Building Code, Bureau of Indian Standards and instruction(s) of the Development Authority and/or Government, issued from time to time.
7. That, I shall strictly comply with the provisions in National Building Code with its amendments, from time to time if any. Accordingly, I also ensure my ethical commitment not only to my client but also to the Authority and also ensure to inform the Authority in case of my disengagement by my client for further action by the Development Authority in this regard.

8. The transaction financial or otherwise, with my client shall be my sole responsibility for all purposes and the Vice-Chairman of the Authority shall not be directly or vicariously responsible or liable for such transaction(s) if any.
9. That, I shall be true and genuine to my profession and shall not do and/or refrain from doing anything against the interest of the Authority and in case of any deviation in my commitment , undertake herein through this affidavit that the Vice-Chairman of the Authority can take any legal action, punitive or compensatory and in such event I shall be held liable in my personal capacity as well as a professional Architect/Engineer/Structural Engineer/Town Planner/Supervisor/Firm/Others.
10. That, Vice-Chairman of the Authority shall have the power to suspend/cancel my registration in case of any failure to meet the standards of professional practice as prescribed.
11. That this affidavit is required to be submitted to the Vice-Chairman of the Authority for the purpose of Accredited person(s).
12. That , the facts stated above are true to the best of my knowledge and belief.
13. That, I have gone through the contents of this affidavit and understood the same and consequences thereof, I fully agree and commit to abide the terms and conditions and accordingly I put my signature on this affidavit being present before the Notary Public/Executive Magistrate.

Deponent

Identified by

Advocate

FORM-XIII**[See rule 40(1)]****Report by accredited person to Authority on stages of construction of new building.**

To

The Vice-Chairman,
_____ Development Authority

Sub:- Report of supervision by Accredited Person.

Sir,

I hereby certify that the development/erection/re-erection /or material alteration in/of the _____ building in respect of plot No. _____ ,Mouza- _____ of _____ Development Authority has been carried out, up to foundation level/plinth level/roof casting of floor under my supervision and I certify that the construction has been undertaken in accordance with the approved plan and condition of approval and all the materials (type and grade) and the workmanship of the work are in accordance with the general and detailed specifications of the National Building Code and Bureau of Indian Standards codes. The further work shall be carried out according to the sanctioned plans.

Name of the Accredited person

Office Address:

Signature

Date-

FORM-XIV**[See rule 40(1)]****Completion Certificate to be issued by Accredited person**From: _____

(Name and address in Block Letters)

TO
Mr/Mrs _____,
Address: _____

Ref:- Approval Plan No. _____, date-

Sir,

I hereby certify that the development, erection, re-erection or material alteration in respect of the land/ building on Plot No. _____, Khata No. _____ Village/Mouza _____ of _____ Municipal Corporation/Municipality/NAC within the Development Area of _____ has been supervised by me and has been completed on _____ according to the permission granted vide No. _____ dated _____.

The work has been completed to my best of my/our satisfaction, the workmanship and all the materials (type and grade) have been used strictly, in accordance with the general and detailed specifications. No provisions of the National Building code and Bureau of Indian Standards conditions prescribed or orders issued thereunder have been transgressed in the course of the work. The building is fit for use for which it has been erected, re-erected or altered, constructed and enlarged.

I hereby also enclose the plan of the development of land and building completed in all aspects.

Signature of the Authorised person

Name of the Project Management Organisation

Office Address:
.....
.....

Date-

FORM-XV**[See rule 43]****Register of Accredited person**

Sl. (1)	Name of Registered Accredited Person and Address (2)	Name of Firm (3)	Registration No. (4)	Date of issue of certificate (5)	Valid till (6)	Signature of Authorised Officer (7)

FORM-XVI**[See rule-47]****Stage wise report by the Project Management Organisation**

To

The Vice-Chairman,
 _____ Development Authority,

Sub:- Supervision by Project Management Organization

Ref:- File No._____

Approval letter No._____ Date_____

Sir,

I hereby certify that the development ,erection, re-erection or material alteration in/of the building in respect of plot No._____,mouza_____ of _____ Development Area permitted vide No._____,dt_____ has been carried out upto foundation level/plinth level/roof casting of ____ floor under my supervision and I certify that the construction has been undertaken strictly in accordance with the approved plan and conditions of approval and all the materials (type and grade) and the workmanship of the work are in accordance with the general and detailed specifications of NBC/BIS Codes. The further work shall be carried out according to the sanctioned plans.

Signature of the Authorised Person
 Project Management Organisation

Office Address

.....

Date

FORM-XVII**[See rule 47]****Completion Certificate to be issued by Project Management Organisation**From: _____

(Name and address in Block Letters)

TO

Mr/Mrs _____,
Address: _____Ref:- Approval Plan No. _____, date-
Sir,

I hereby certify that the development, erection, re-erection or material alteration in respect of the land/ building on Plot No. _____, Khata No. _____ Village/ Mouza _____ of _____ Municipal Corporation/Municipality/NAC within the Development Area of _____ has been supervised by me and has been completed on _____ according to the permission granted vide No. _____ dated _____.

The work has been completed to my best of my/our satisfaction, the workmanship and all the materials (type and grade) have been used strictly, in accordance with the general and detailed specifications. No provisions of the National Building code and Bureau of Indian Standards conditions prescribed or orders issued thereunder have been transgressed in the course of the work. The building is fit for use for which it has been erected, re-erected or altered, constructed and enlarged.

I hereby also enclose the plan of the development of land and building completed in all aspects.

Signature of the Authorised person
Name of the Project Management Organisation

Office Address:
.....
.....

Date-

[No. 23663-T.P. Dev.-52/2016/HUD.]

By Order of the Governor

G. MATHI VATHANAN

Commissioner-cum-Secretary to Government